

RMS

Chief, Management Staff

14 March 1958

Chief, Records Management Staff

Weekly Report - Week Ending 12 March 1958

1. Contributions

a. Tangible

- (1) Distributed 60 pamphlets on saving space through records management at the Support Services Exhibit.
- (2) Completed the installation of a filing system in the Records and Services Division in the Office of Personnel and in connection with it eliminated 3 cu. ft. of inactive records.
- (3) Completed the installation of a filing system in the Cartography Division, OTR.
- (4) Completed six new and revised forms.
- (5) The Records Center received 234 cu. ft. of inactive records and destroyed 10 cu. ft.

b. Intangible

- (1) Conducted a training session in the subject-numeric filing system for the Files Personnel of the Geographic Division, OTR.

2. Assignments - Active

a. Audit of Records Control Schedules

- (1) Office of Personnel.
- (2) OTR.
- (3) Building Planning Staff
- (4) Office of ID/S.

b. Installation of Filing Systems.

See 1a(2) and 1a(3) above.

- e. Twenty-eight new and revised forms in process.
- d. Revision of Travel Order, Form D 540.
- e. Forms Management Survey, Printing Services Division.
- f. Shelf File Installations.

(1) Library/OCR.

25X1A8a

(2) [REDACTED]

(3) Map Library/OCR.

G. Filing System for Biographic Profile, Office of Personnel.

3. Assignments - Inactive

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A. [REDACTED] Space Layout and Equipment Survey.

b. Industrial Register, Shelf File.

c. Security Office, Shelf File.

d. Survey of Vital Personnel Records.

e. Graphics Register Index.

4. News

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a. [REDACTED]

There were 20 participants in the seminar; all from industry except our representative. This seminar provided a good opportunity to compare our Records disposition program with that in industry. The major differences appear to be in the techniques and methods used to accomplish the same major objective.

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[REDACTED]

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[REDACTED]

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[REDACTED]

Mgt/S/E

4/58
Jm (14 Mar '58)